

PAYROLL ADMINISTRATION RETAINER AGREEMENT

OUTSOURCED SERVICES CONTRACT

This Payroll Administration Retainer Agreement (the "Agreement") is entered into and made effective as of _____, 20____, by and between:

Provider:

Address: _____
Email: _____ | Phone: _____

Client:

Address: _____
Email: _____ | Phone: _____

1. RECITALS

WHEREAS, Client desires to retain Provider to perform professional payroll administration and related services; and

WHEREAS, Provider agrees to perform these services under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

2. SCOPE OF PAYROLL SERVICES

Provider shall perform the payroll administration services specified below on a recurring retainer basis:

Select	Service Description	Specific Client Requirements / Frequency
<input type="checkbox"/>	Standard Payroll Processing	_____
<input type="checkbox"/>	Direct Deposit Administration	_____
<input type="checkbox"/>	Tax Filing & Reporting	_____
<input type="checkbox"/>	Year-End W-2 / 1099 Processing	_____
<input type="checkbox"/>	Benefits / Deductions Admin	_____

3. RETAINER FEES AND PAYMENT TERMS

Client agrees to pay Provider a recurring retainer fee for the services detailed above as follows:

- **Base Retainer Fee:** \$ _____ per _____ (e.g., Month/Quarter).
- **Included Employee/Contractor Limit:** _____ payees per cycle.
- **Additional Payee Fee:** \$ _____ per additional payee per cycle.
- **Invoicing and Payment:** Retainer fees are due in advance on the _____ day of each billing cycle. Payments shall be made via _____.

4. CLIENT RESPONSIBILITIES & DEADLINES

Client is solely responsible for providing complete, accurate, and approved payroll data (such as hours worked, rate changes, new hires, terminations, and leave time) to Provider no later than _____ days/hours prior to the scheduled pay date. Failure to

meet this deadline may result in processing delays or additional rush fees of \$ _____.

5. TERM AND TERMINATION

This Agreement shall commence on _____, 20____, and shall continue on a _____ basis.

Either party may terminate this Agreement by providing written notice to the other party at least _____ days prior to the desired termination date. Any outstanding retainer fees or unpaid processing charges shall remain due and payable upon termination.

6. CONFIDENTIALITY AND DATA SECURITY

Provider shall maintain strict confidentiality with respect to all payroll records, personal employee information, tax details, and financial data of Client. Provider shall employ industry-standard security measures to safeguard and prevent unauthorized access to such confidential data.

7. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State/Jurisdiction of _____.

IN WITNESS WHEREOF, the parties hereto have executed this Payroll Administration Retainer Agreement as of the date first written above.

PROVIDER:

CLIENT:

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title / Date

Title / Date